Quileute Tribal Council
• QUILEUTE INDIAN TRIBE •
Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368

Quileute Tribe
Job Description

Health & Disabilities Coordinator

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutribe.com

-OR-

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Ensure your Application contains:
1. Quileute Tribal Application (REQUIRED)
2. Cover Letter (REQUIRED)
3. Resume (REQUIRED)
4. Tribal Enrollment Verification (REQUIRED)
5. Driver's License (REQUIRED)
6. Diploma/Transcripts(s) High School/GED, College (REQUIRED)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Health & Disabilities Coordinator**
Supervisor: Director of ECE
Location: Chi Cho? O'Tsk' Ati
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: $27-$31 per hour

POSITION SUMMARY:

Under supervision of the Director of Early Childhood Education, the Health and Disabilities Coordinator ensures each child receives preventive health care, including dental exams, physical examinations, screenings, and immunizations. Monitors the implementation of state and federal health, nutrition, and safety requirements described in the Head Start Program Performance Standards, Child and Adult Care Food Program (CACFP), State Childcare Licensing Regulations, and local grant goals and objectives. This position assists in managing the Chi Cho O'Tsk' Ati Center as a whole with specific responsibilities in coordinating the mental health, health, dental, and nutritional needs of children. Provides student, parent, and staff education in health, safety, and nutrition practices. Supervises kitchen staff. Plans and implements the disability and mental health programs for the center. Works directly with Quillayute Valley School District Special Education Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Obtains, records, and maintains the health history of all students
- Schedules and assists with all screenings (hearing, vision, dental, BDI, ht/wt, nutrition)
- Assists parents in locating an ongoing source of healthcare, and needed health and social service resources
- Plans and conducts Health Services Advisory Committee Meetings
- Maintains monthly newsletter with articles regarding health and family topics and program updates
- Completes follow up tracking for health and records this information in the Head Start data system
- Provides monthly reports to the Director regarding health and disabilities records
- Develops and maintains collaborative relationships with community and tribal agencies
- Works annually to assist with the input of data on the PIR
- Reviews and updates all health services policies annually
- Runs State Immunization system reports and meet with families for signatures
- Assists children experiencing an injury or illness while at Head Start, and notifies families
- Tracks all injury, illness, and incidents for data analysis and reporting
- Maintains records for students with food allergies and medical conditions
- Inventories and maintains stock of medical supplies for the facility
- Attends meetings with parents as requested such as, IEP meetings, health related meetings
- Plans and oversees annual Head Start health and family events
- Obtains Food handler certificate
- Tracks, maintains and monitors all documentation for participation in the CACFP
- Other duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Must have or be willing to obtain training in working with families in crisis
- Must be willing to attend out of town training
- Experience in planning, scheduling and coordinating meetings and events
- Excellent verbal and written communication skills including data base and internet use
- Experience working with Native American children and families
- Must pass a criminal background check and drug screen
- Must have or be willing to obtain First Aid/CPR Certification, Food Handler's Permit
- Must maintain confidentiality

WORK ENVIRONMENT:

- Working with Birth to Pre-K aged children, some with disabilities

PHYSICAL DEMANDS:

- Must be able to lift 50 lbs

SUPERVISORY RESPONSIBILITY:

- Supervises Nutrition Staff

QUALIFICATIONS:

Minimum Qualifications:

- Must have a Bachelor's degree (in health, social services, education or related field)

Preferred Qualifications:

- 3 years of tribal experience in health, human services, education or related field in addition to a degree

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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